

Regular Meeting of the Milton Public Library Board
Wednesday, May 17, 2023 at 7:00 PM
Sherwood Branch Programming Room & via Zoom

Mission Statement

The Milton Public Library empowers the community to: Read. Learn. Create. Connect.

Agenda

Members: Sana Malik (Chair), Councillor Colin Best, Karen Wolnik, Ragy Sharkawy. Councillor Rick Malboeuf, Councillor Sarah Marshall, Sibyl Shen

Staff: Kanta Kapoor, Vito Montesano, Chris Dorscht, Indra Ramnath (Recorder)

Guest: Glen Cowan

Sana Malik (Chair) called the meeting to order at 7:02 pm.

1. Approval of Agenda for May Meeting

Motion #23-1856

That the Milton Public Library Board approve the Agenda of May 18th, 2023

Moved by Sibyl Shen, Seconded by Sarah Marshall, Carried

2. Declaration of Interest: none declared

3. Welcome and Introduction

Indra Ramnath – Finance Manager: Introduction given

4. Financial Policy: Presentation:

Glen Cowan, CFO, the Town of Milton, provided an overview of the Financial Policy. Kapoor will distribute a copy of the presentation to the board members.

5. Closed Session for Confidential Items:

Motion #23-1857

It was Moved by Sarah Marshall. Seconded by Rick Malboeuf, to move into the Confidential Session at 7:39 pm. Carried

It was Moved by Colin Best, Seconded by Sarah Marshall, to move out of the Confidential Session at 8:26 pm. Carried

6. Consent Agenda

6.1. Approval of the Minutes of March 22, 2023

6.2. Business Arising from Minutes: none

6.3. Correspondence: none

6.4. Accounts (Operating and Capital) for March & April

6.5. Staff Reports

6.5.1. QI Departmental Quarterly Report

6.5.2. QI Patron Feedback Summary and Customer Satisfaction Summary

6.5.3. QI Buzz from Our Patrons

6.5.4. QI Financial Reports

6.5.5. CULC and ULC Conference Summary:

Motion #23-1858

That the Milton Public Library Board approve the Consent Agenda of March 22nd, 2023

Moved by Ragy Sharkawy, Seconded by Colin Best, Carried

7. Information Items:

7.1. One Book One Milton Event 2023

Kapoor disclosed that an in-house committee was formed for this event. Sarah Polley accepted to appear at this event. A marketing plan was initiated to include advertising on a Digital board, the Federal MP newsletter usage and other media-type advertising. Event schedule Mon Oct 26 from 7-9 pm. Ticket on sale for \$20:00 without a book and \$35:00 including a book. A CBC journalist will host the event.

7.2. HR Officer and Branch Manager Recruitment (Verbal Update)

Montesano communicated that the hiring of Christina Shuoprasad for the HR officer role would start on May 29. The branch manager recruitment is in progress, with interviews starting next week, with a start date of mid-July for this role. Montesano provided an update on onboarding process.

7.3. Read and Ride Program (Verbal Update)

Dorscht communicated that the Read and Ride program is on schedule with a Jun 24 launch date, and a picture of Sarah Polley will be on the bus. Kids 16 years and under ride free. The summer reading club is on schedule as well.

7.4. Mural by Indigenous Artist at Beaty (Verbal Update)

Dorscht apprised the board that the Mural by Indigenous Artist is ready to be hung at Beaty with a plaque as well on June 1st. The artist will be there for the unveiling at 2:00 pm.

7.5. MPL Service Delivery Review (Verbal Update)

Malik suggested our service delivery model should be assessed to evaluate how MPL is doing to other libraries, and if possible, this can be combined with a community consultation initiative. Staff will bring back findings in their next meeting.

8. Decision Items:

8.1. 2023 Goals & Objectives Board Action Items

Board recommends the establishment of a Finance committee for budgeting purposes to include Board Members in addition to HR and Advocacy Committee,

Motion #23-1859

Milton Public Library Board approve the 2023 Board Goals and Objectives

Moved by Colin Best, Seconded by Ragy Sharkawy, Carried

8.2. 2023 Draft Board Work Plan

Board recommended putting plan into action and assign board members oversight

Motion #23-1860

Milton Public Library Board approve putting the draft board work plan into action

Moved by Colin Best, Seconded by Ragy Sharkawy, Carried

8.3. Citizen Engagement Survey

Kapoor communicated the use of vendors 'Forum Research Inc. ("Forum") for the provision of market research services for the Citizen Engagement Survey. Kanta thought it was a good idea to piggyback on the Town's recommendation as they did a similar survey. As per MPL's purchasing policy, as the total costs for the study are approximately \$56,375 plus applicable taxes, staff are seeking Board approval to proceed with the project. Board recommends that MPL conduct their own procurement process via bids for this engagement with the knowledge that

the survey may cost less. Staff will initiate a study for vendor selection. The Board recommends an amendment to go with a separate RFP process and approved the budget of 56,375 plus applicable taxes

Motion #23-1861

That the Milton Public Library Board recommend an Amended Motion to park Citizen Engagement Survey

Moved by Colin Best, Seconded by Sarah Marshall, Carried

8.4. Website Refresh Update

Kapoor presented details of about the website refresh with alternate solution with the use of radio buttons on the website to facilitate a more speedy access.

Kapoor requested use of \$10,400 from Capital Reserve. The board approved the additional budget from Capital Reserve of \$10,400. Funding will be released upon successful launch and meeting timelines.

Motion #23-1862

That the Milton Public Library Board approve the use of Capital Reserve \$10,400 for Website Refresh

Moved by Colin Best, Seconded by Ragy Sharkawy, Carried

8.5. Main Expansion Project

Kapoor reminded The Board of approving conducting community engagement for the fulsome needs assessment about programming, services, spaces, etc, in its meeting on March 22, 2023. In light of the budgetary situation, and the upcoming community consultation and planned strategic plan for 2024-2027, the staff recommends deferring the Main Expansion Project until the community engagement survey results and MPL strategic plan 2024-2027 are completed. Staff would bring back the priorities and budget requirements to the Board in 2024.

Motion #23-1863

That the Milton Public Library Board approve putting a hold on future action on Main Expansion Project

Moved by Colin Best, Seconded by Karen Wolnik, Carried

8.6. OP-11 Circulation Policy Recommendation

Dorscht presented the Circulation Policy Recommendation and is now approved by the Board and will come in force in September, 2023

Motion #23-1864

That the Milton Public Library Board approve the Circulation Policy

Moved by Colin Best, Seconded by Sarah Marshall, Carried

8.7. Room and Space Usage Policy

Dorscht presented the Room and Space Policy and was approved by the Board

Motion #23-1865

That the Milton Public Library Board approve new Room and Space Policy

Moved by Colin Best, Seconded by Karen Wolnik, Carried

8.8. Child Safety Policy

This policy is repealed and has become part of the Room and Space Usage Policy.

Motion #23-1866

That the Milton Public Library Board approve the repeal of Child Safety Policy

Moved by Colin Best, Seconded by Sarah Marshall, Carried

8.9. HR-30 Professional Development

Montesano presented an update to MPL professional development to add a 50% course reimbursement (upon management approval) and was approved as presented.

Motion #23-1867

That the Milton Public Library Board approve implementation of 50% reimbursement for professional development

Moved by Karen Wolnik, Seconded by Sarah Marshall, Carried

8.10. GOV – 04 Committees of the Board

The Board recommends setting up a Finance Committee to include 2 members of the Board, this was agreed by all board members to be finalized by mid-July.

Motion #23-1868

That the Milton Public Library Board approve that a Finance Committee be setup to included 2 members of the board

Moved by Colin Best, Seconded by Karen Wolnik, Carried

9. Reports and Updates:

- 9.1. **Chief Librarian's Monthly Report for January and February 2023:** The Chief Librarian produces a monthly report, which summarises the related activities and achievements of MPL for the previous month. Short departmental summaries are provided at a high level, while more detailed quarterly reports are provided during the year

9.2. New Horizons for Seniors Program Project Completion Report:

Dorscht updated that provides funding for projects that make a difference in the lives of seniors and in their communities. The Board received the report entitled “New Horizons for Seniors Program (NHSP) Project Completion” report.

9.3. Town Hall Report: Montesano updated that in January the Leadership Team reviewed the current Town Hall process to examine ways to increase engagement, attendance and provide employees the opportunity to participate. It was decided that the format would be adjusted whereby the Leadership Team would hold a Town Hall meeting at each of the Branch locations provided by the Manager to allow all staff who wish to

9.4. Council Update: no updates

9.5. HR Committee: Board will set up

9.6. Board Advocacy Committee: Board will set up

9.7. Other Business: Population report presented by Clr Best

10. Member Announcements: none

11. Next Meeting Date: Thursday, July 6th at Main

12. Adjournment: 9:40pm

Signed.....
Sana Malik, Board Chair,
Milton Public Library Board

Signed.....
Kanta Kapoor, Interim – Chief Librarian
Milton Public Library

